DOCUMENT RESUME

ED 199 440 CE 028 199

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TITLE Women and CETA: A Guide for Program Developers and Operators Seeking CETA Funds.
INSTITUTION Pennsylvania Commission for Women, Harrisburg.
PUB DATE 81
NOTE 16p.

EDRS PRICE MF01/PC01 Plus Postage.
DESCRIPTORS *Employment Programs; *Federal Aid; *Females; Financial Support; *Grantsmanship; Job Training; Program Descriptions; *Program Development; Program Guides; Program Proposals; Programs; *Proposal Writing; Resources; Underemployment; Unemployment
IDENTIFIERS *Comprehensive Employment and Training Act; Pennsylvania

ABSTRACT

This manual is intended to introduce Prime Sponsors, Private Industry Councils, and community-based organizations to the resources available through the Comprehensive Employment and Training Act (CETA) program to aid unemployed and underemployed women. Its major information components include the following: (1) a brief description of CETA and how it works; (2) a description of several successful programs operating in Pennsylvania; (3) a list of the steps necessary to develop a program for CETA funding; and (4) a list of resources for detailed "how to" information to guide program developers in preparing a program and proposal. In general, the guide outlines the major steps in developing a CETA program for women, tells whom to see and write to for information, and what is needed to start a program. (KC)

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WOMEN AND CETA

A guide For Program Developers And Operators Seeking CETA Funds

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CE 028 199

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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Introductory Note:

This guide has been prepared by CETA Services to Women, a program of the Pennsylvania Commission for Women, funded by the Governor's Special Grant Fund. It has been written to introduce you – in clear and simple language – to the resources available through the Comprehensive Employment and Training Act (CETA) program to aid unemployed and underemployed women.

DID YOU KNOW THAT:

. . . Women were 51.5% of all workers in the United States as of April, 1980.

. . . 45% of all Pennsylvania women age 16 and over were working (mostly full-time).

. . . A third of these Pennsylvania women were employed as clerical workers and about a sixth as service workers.

DID YOU KNOW THAT:

. . . Of the almost two million individuals who will need employment–related assistance in Pennsylvania this year, almost half will be women and they will be in those occupational categories (clerical, service, miscellaneous) which will require the most assistance.*

DID YOU ALSO KNOW THAT:

. . . Women working full-time earn 59¢ for every dollar earned by men. The 1977 median earnings for American women were $8,618; for American men median earnings were $14,626.**

. . . Among all American families in 1978, one out of seven was headed by a woman. Further, over a third of all black families in America and fully one-third of all poor families were headed by women.***

Unemployment and underemployment of women is a serious problem, but is a problem which can be solved. Many women's groups – as well as other community based organizations -- are aware of this problem and are interested in helping develop solutions. Some have developed programs and are already helping. Others need resources as well as ideas to begin their work.

Your group, as a community based organization, is eligible to receive CETA funds for the purpose of promoting training, employment, and educational opportunities especially for women. If the needs of women are to be addressed and if women are to be trained for meaningful employment, those concerned about the status of women must become involved. What is needed from you are the ideas, the time to understand the basic components of CETA, and the development of a proposal which outlines a project to promote training, employment and educational opportunities for women.

This booklet is a brief, self-help guide to assist you and your organization in obtaining such help from the Comprehensive Employment and Training Act program.

This guide starts you on the right track by:

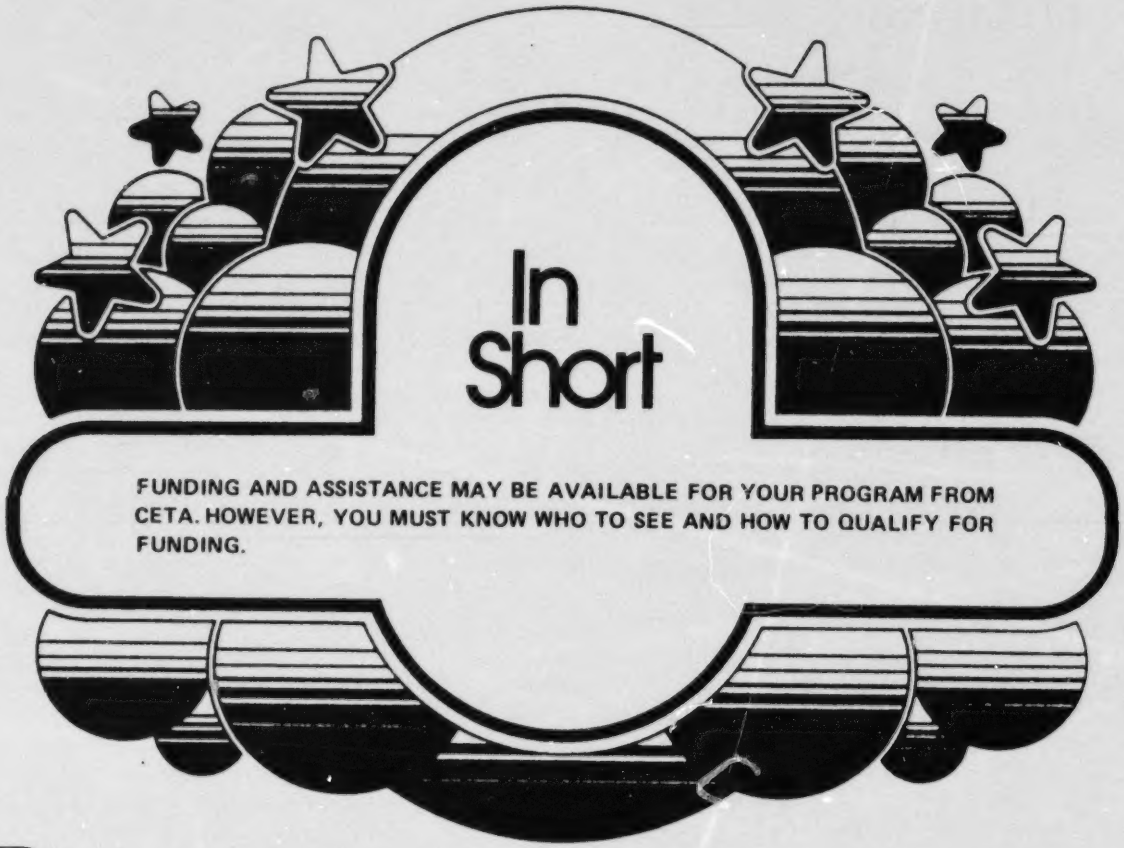
. . . briefly describing CETA and how it works;

. . . identifying several successful programs already in operation in Pennsylvania;

. . . listing the steps necessary in developing a program for CETA funding;

. . . identifying good resources for detailed "how to" information to guide you in the actual development of your program and proposal.

While this guide will not give you detailed information for each step of the process, **Women and CETA** will outline the major steps in developing a CETA program for women, tell you who to see and write to for information, and what is needed to start your program in motion.


In
Short
FUNDING AND ASSISTANCE MAY BE AVAILABLE FOR YOUR PROGRAM FROM CETA. HOWEVER, YOU MUST KNOW WHO TO SEE AND HOW TO QUALIFY FOR FUNDING.

Resources

Statistical information was drawn from the following:

***Women in the Labor Force** July, 1978-79
Single copies may be obtained without charge from:

The Women's Bureau
Office of the Secretary
U.S. Department of Labor
Washington, D.C. 20210

The Women's Bureau
Region III
3535 Market Street
Gateway Bldg. Rm. 15230
Philadelphia, PA 19104

Pennsylvania Women Workers: A Summary

Single copies may be obtained without charge from:

PA Commission for Women
CETA Services to Women
P. O. Box 1323
Harrisburg, PA 17105
(717) 787-4457

****The Earnings Gap Between Women and Men,** 1979
Single copies may be obtained without charge from the Women's Bureau (address above).

*****20 Facts on Women Workers,** 1979
Single copies may be obtained without charge from the Women's Bureau (address above).

If you would like to receive listings of future Women's Bureau publications, write to the Women's Bureau, Office of the Secretary, U. S. Department of Labor, Washington, D. C., 20210. Please state the specific subject in which you are interested and give your name and mailing address.

CETA - What Is It?

CETA stands for Comprehensive Employment and Training Act. It was originally enacted by Congress in 1973 and amended in 1978. "It is the purpose of this act to provide job training and employment opportunities for economically disadvantaged, unemployed, or underemployed persons which will result in an increase in their earned income, and to assure that training and other services lead to maximum employment opportunities and enhance self-sufficiency by establishing a flexible, coordinated, and decentralized system of Federal, State, and local programs." (The full text of the act is available in any law library). The program is administered by the United States Department of Labor (DOL) and consists of eight specific programs or titles:

TITLE I: Administrative Provisions

TITLE II: Comprehensive Employment and Training Services

TITLE III: Special Federal Responsibilities

TITLE IV: Youth Programs

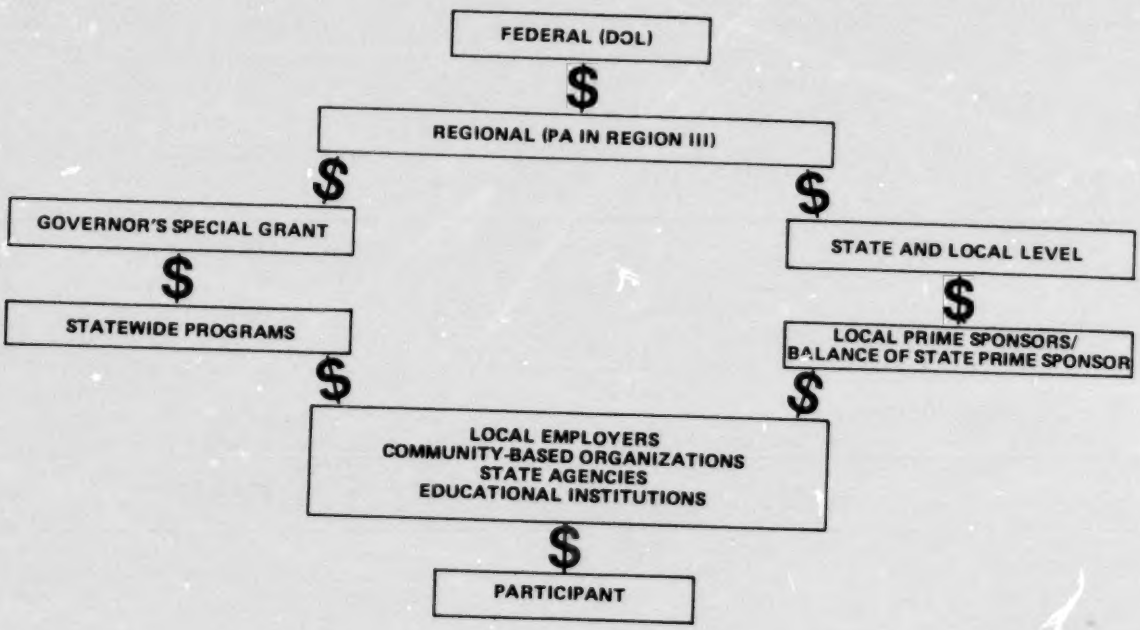
TITLE V: National Commission for Employment Policy

TITLE VI: Counter Cyclical Public Service Employment Program

TITLE VII: Private Sector Opportunities for the Economically Disadvantaged

TITLE VIII: Young Adult Conservation Corps

While CETA is a source of federal funds from the DOL, it is administered by state and local government agencies known as Prime Sponsors. A Prime Sponsor may be a city or county unit of government (if its population is 100,000 or more), a consortium Prime Sponsor (a group of smaller cities acting as a single prime sponsor), or a balance-of-state Prime Sponsor (the area within the jurisdiction of a state which is not included in another Prime Sponsor's area). CETA funds are also allocated to special statewide programs which are administered directly by the Governor's Office or a designee of the governor within each state. Both the statewide and Prime Sponsor programs may subcontract with a wide range of other organizations to provide services to people who meet CETA eligibility requirements. This flow of CETA dollars from the federal level to people in need (participants) is as follows:



Each Prime Sponsor is required by Federal regulations to appoint a planning council which generally consists of representatives from groups of persons to be served, community-based organizations, local industry, and unions. Each Prime Sponsor is required to consult with its planning council in the development of a Comprehensive Employment and Training Plan (CETP). This plan consists of a master plan and an annual plan, and must be approved by the federal government before any funds can be made available to the local agency. It describes in detail the eligible population and the services to be provided by the Prime Sponsor for each year.

Each Prime Sponsor may, in turn, subcontract with local employers, other state agencies, educational institutions, or with community-based organizations such as your own. Such subcontracts may provide training, supportive services or work experience through a community-based organization.

It is this subcontract provision of CETA which is of interest to you and your organization. The CETA Prime Sponsor makes available funding for the services to be provided in accordance with its Comprehensive Employment and Training Plan; this money is transmitted to subcontractors who, in turn, provide the services to CETA-eligible participants through their program.

In
Short
EVERY MUNICIPALITY AND COUNTY IN THE COMMONWEALTH OF PENNSYLVANIA HAS ACCESS TO THESE FUNDS FOR THE EMPLOYMENT AND TRAINING OF LOW-INCOME, DISADVANTAGED PERSONS (CETA-ELIGIBLE PARTICIPANTS).
IN MANY INSTANCES, MONIES ARE GIVEN DIRECTLY TO AGENCIES, KNOWN AS PRIME SPONSORS, WHICH ARE ESTABLISHED BY COUNTY OR CITY GOVERNMENTS TO ADMINISTER THE FUNDS. RURAL AND LOW POPULATION AREAS MAY RECEIVE FUNDS FROM THE COMMONWEALTH THROUGH A SPECIFIC AGENCY DESIGNATED AS THE BALANCE-OF-STATE PRIME SPONSOR. THESE AGENCIES SUBCONTRACT WITH LOCAL EMPLOYERS AND COMMUNITY BASED ORGANIZATIONS TO PROVIDE TRAINING OR RELATED SERVICES TO CETA PARTICIPANTS. REGARDLESS OF YOUR LOCATION, CETA MONIES ARE AVAILABLE!!

Resources

Sources of further information about CETA:

COMPREHENSIVE EMPLOYMENT AND TRAINING ACT REGULATIONS (Federal Register/Vol. 45, no. 99/ Tuesday, May 20, 1980/Rules and Regulations)

These regulations are the "rules" of the program. They translate the law into operating requirements and guidelines for administering the CETA program. Definitions and procedures are spelled out and eligibility requirements are listed. The regulations are the "original source" of information on how the CETA program is to operate. You can get a copy of the Federal Regulations from your local Prime Sponsor or write to:

The Office of Information
ETA
Department of Labor
10225 Patrick Henry Building
Washington, D. C. 20213

HOW TO TAME THE CETA BEAST

By the Older Women's League Educational Fund, this book is an important resource for local groups. With humor and in "plain English", this nuts and bolts advocacy manual answers such questions as: how do you break into the system, how can we get a displaced homemaker program started, how do you write a proposal, where do we get statistics, and how can we make a beauty of the beast? The resource list in this manual is invaluable. Make checks ($2.50 individuals/$5.00 institutions) payable to:

Older Women's League
Educational Fund
3800 Harrison Street
Oakland, California 94011

OFFICE OF THE GOVERNOR'S SPECIAL GRANT PROGRAM

The Deputy Secretary of Labor has been designated to administer the Governor's Special Grant Program. The Office of the Governor's Special Grant Program is your primary source of information about Prime Sponsors and their programs.
You can contact this agency by writing to:

Office of the Governor's Special Grant Program
Department of Labor and Industry
E166 Labor and Industry Building
Harrisburg, PA 17120

What Can Be Done?

A wide variety of services can be provided via subcontracts from Prime Sponsors to community-based organizations. These might include:

. . . Setting up a classroom training and work experience situation for several people.

. . . Offering a program of supportive services designed especially for women, such as counseling, job interviewing skills, and resume writing.

. . . Establishing a child care facility for working mothers – or designing a training program to train CETA women to operate child care facilities in their own homes. Child care for women working swing shifts is an area that needs attention.

. . . Designing and presenting one or a series of workshops for CETA women on today's labor force and opportunities for women workers.

. . . Preparing specialized programs for displaced homemakers.

. . . Conducting research in your local area and presenting seminars on ways women can best be assimilated into the labor force.

. . . Conducting as part of your project, support seminars on problems experienced by women workers (sexual harassment, unequal pay for equal work, grievance procedures, etc.).

Limited payment for Public Service Employment (PSE) positions in community-based organizations is also available from your Prime Sponsor. If your organization is structured so that a staff position can be created, you might consider training a displaced homemaker, or other CETA eligible persons, for this position. Many combinations for using CETA funds to help women advance in the work force are possible. Ideas and sponsorship are the forces needed now to get the process rolling.

The following are examples of programs in operation in Pennsylvania. The list of actual (not to mention possible) programs is longer, but the following four will give you some idea of what can be done.

LANCASTER SHELTER FOR ABUSED WOMEN

ORGANIZATION: The Shelter, a non-profit organization, provides shelter and counseling to women who find themselves in crisis situations.

PROBLEM: The shelter identified two problems:

1) It needed money to pay the salaries of two counselors and one child care worker in order to operate the shelter successfully; and,

2) Unemployed but skilled persons in the community were not working because they could not find jobs.

OBJECTIVE: To obtain money to pay salaries for staff needed to operate the shelter efficiently while providing an employment opportunity for persons who are unemployed.

METHOD: Working through the local CAP (Community Action Project) agency, the shelter hired three persons who had been previously unemployed for the needed staff positions. Since this was considered public service employment for a non-profit agency, CETA money could pay their salaries.

RESULT: Three people have jobs while gaining skills. The shelter is now able to provide a needed service to the community.

NEW JOBS FOR WOMEN

ORGANIZATION: Philadelphia YWCA

PROBLEM: Women frequently earn inadequate wages to support a decent standard of living. (For example, a typist earns $3.30/hr. versus $9.00/hr. for a beginning laborer.)

OBJECTIVE: To train and place CETA eligible women in non-traditional fields (such as electronics and the building trades) that will increase their earning power.

METHOD: CETA-eligible women are paid a $2.30/hr. training stipend. This allows them to participate in the program. While receiving their training, counseling services concentrating on job readiness, interviewing techniques, assertiveness training, and resume writing are also offered.

RESULT: The program has placed between 250-275 skilled women in non-traditional jobs. Their average wage prior to participating in this program was $3.46/hr; after training, thei. average wage was $5.64/hr.

NON-TRADITIONAL JOBS FOR WOMEN

ORGANIZATION: Millersville State College

PROBLEM: There was no program available for women to learn such non-traditional skills as plumbing, electronics, masonry, dry-wall, and auto repair. Without non-traditional skills women cannot enter such high paying occupations.

OBJECTIVE: To train women in non-traditional occupations.

METHOD: A twenty-week training course, with four days a week of on-the-job training and one day of classroom training was developed. The program has a contract with local non-profit agencies to provide needed construction and repair services. The agencies supply the buildings or cars that need work plus necessary materials. Non-Traditional Jobs for Women supplies the workers to perform the needed services, from gutting and renovating a run-down building to repairing cars. Each woman receives a $3.10/hr. training stipend while learning skills in such areas as plumbing, electrical work, masonry, dry-walling, and auto repair.

RESULT: Non-Traditional Jobs for Women has placed 60% of its participants in jobs using their new skills gained in this training program.

THE CONSUMER ENERGY CONSERVATION COUNSELOR PROGRAM

ORGANIZATION: The Pennsylvania Commission for Women; developed a model Title II-B CETA project.

PROBLEM: The Commission's Task Force on Older Women identified a serious problem concerning the lack of training and employment opportunities for individuals whose only work skill had been homemaking.

OBJECTIVES: To provide employment and training opportunities to women in the Greater Harrisburg area which would lead to unsubsidized employment. To provide a public service by

teaching energy and conservation techniques to the homeowner and homemaker and, in so doing, assist the consumer in saving money and conserving energy.

METHOD: Classroom training was for a four week period, 35 hours per week. Energy Conservation training was integrated with job readiness training. Many individuals representing education, energy and many industries in the area, and community groups helped in the training. This formal training was followed by 10-20 weeks of work experience as an energy counselor.

RESULT: Of the 53 women who participated, 37 were placed in a variety of jobs: factory production, law enforcement, inventory control, consumer sales, and clerical work. Approximately 50% went into non-traditional areas.

Resources

For additional information about these programs contact:

PA Commission for Women
CETA Services to Women
P. O. Box 1323
Harrisburg, PA 17105
(717) 787-4457

How Do I Get Started?

To obtain funding for your community-based organization's CETA program, you must be able to:

. . . Specify a local problem.

. . . Develop a program of specific services for some group of CETA-eligible participants within your community.

. . . Convince the CETA Prime Sponsor in your area that the program will provide needed services in accordance with the prime sponsor's plan.

. . . Demonstrate that your organization has the capability to develop, organize, and successfully administer its program.

To be successful at this process requires information – and contacts. You will need to develop some ideas about the services to be provided through your program. You will need to determine what Prime Sponsor can provide funding – and you will need to submit a proposal.

The purpose of submitting a proposal to the Prime Sponsor is to obtain a subcontract to perform some type of educational service or employment-related training. Keeping this in mind, it is imperative to know the needs and philosophy of the Prime Sponsor. Are your proposed ideas compatible with the perceived needs of the Prime Sponsor? Are the services you want to establish already being adequately provided by some other group? Does your proposed training meet a demand in the present labor market? What projects for women would the Prime Sponsor like to have developed, and can your ideas fit these projects? What types of projects has the Prime Sponsor funded in the past? Have projects designed for services to women been refused funding? Why? All of these questions can be answered by one source – the Prime Sponsor. Approach an official of the Prime Sponsor for assistance in developing a proposal which will help meet the needs of your local area. The United States Department of Labor has developed a very informative booklet entitled A Guide to Seeking Funds from CETA.* This guide lists nine steps in the process for obtaining information about the process of applying for CETA funds from a Prime Sponsor:

ONE: Find Out Who Your Prime Sponsor Is –– The Office of the Governor's Special Grant Program can provide this information (See resources page 5).

TWO: Find Out Who The Prime Sponsor's CETA Planner Is –– The planner is the key person to deal with. He or she is the major source of information for the Prime Sponsor.

THREE: Make An Appointment To Talk With The Planner –– To introduce your organization to the planner, to learn about the Prime Sponsor's CETA procedures, and to discuss current and future programs (including your own).

FOUR: Talk With The Planner To Learn About CETA And The Prime Sponsor's Program –– The first meeting can be to gather information about the CETA process or you can discuss a specific funding request you may have in mind. Be prepared to meet several times with the planner as you develop your ideas about a program and keep in mind that a good, cooperative working relationship from the start is important.

FIVE: Become Familiar With CETA Programs In Your Area –– You will find it useful to understand how to work with the political system of which CETA is a part. This means learning about the Prime Sponsor's planning council, the process by which CETA funds are budgeted for specific projects, and how you or your organization can become involved in this process.

SIX: Find Out The CETA Funding Process For Your Area –– Talk with the planner about this process. Each Prime Sponsor has its own system and you will need to know when – and how– funding decisions are made.

SEVEN: Determine The Method For Submitting Your Funding Application –– Each Prime Sponsor has its own procedure for submitting proposals for funding. You should learn what these are, but also

be alert to any options you might have (submitting unsolicited proposals, making presentations before the agency's governing body, and so on).

EIGHT: Complete And Submit Your Application

NINE: Be Visible And Active On A Year-Round Basis -- Your organization needs to be known for the service it can provide. Your chances of success by surfacing only at funding time are much less than if your group is a known and recognized part of the community.

Develop an identity – and make your capabilities for good service visible and well known.

In addition to this list of steps, the following suggestions may also be of use to you:

-- Having friends in high places is a game that women must learn to play. Know as many influential people – and the people who know other influential people – as possible. Who is on your board of directors? Letting commissioners, council members, government officials, and prime sponsor directors know that your organization is interested in serving CETA clients can have influence when the money is handed out. Get letters of endorsement from people known to have expertise in projects similar to the one you want to operate.

Every Prime Sponsor has councils and sub-committees which make the decisions about how the CETA funds will be spent, how the Prime Sponsor offices will be operated and what kinds of programs the Prime will fund. To date, women representatives on the councils are few and far between. Even more scarce are women who are active advocates for increasing employment and training opportunities for unemployed and underemployed women. Your organization should consider having one of your representatives as a council member. These positions are usually voluntary and are appointed by local government officials. Some Prime Sponsors feel that women are not interested in serving on various councils.

If you have confidence in your abilities to plan and operate a program for women, the Prime Sponsor will sense this confidence. Your ideas and awareness about the needs of women workers are certainly just as valid as those in programs designed by men. Design a program to meet the needs; be realistic, and get advice. Ask people you know (and those you don't know) for their ideas and suggestions. To ask someone's advice flatters them and often gets your project additional support.

Resources

***A Guide To Seeking Funds From CETA (revised 1979)**

This booklet assists individuals and organizations in learning how to apply for CETA monies. The nine steps listed were drawn from this guide and briefly summarized. For a more detailed description of these steps write and ask for a copy of this guide. Write to:

United States Department of Labor
Employment Standards Administration
Women's Bureau
Washington, D.C. 20210

Speaking of Proposals.....

No matter what processes and procedures your local Prime Sponsor may use for making decisions about potential subcontracts to community based organizations, an application for funding – PROPOSAL – will be required. Your CETA proposal is your idea, your "how it is to be done", your estimate of how much it will cost, and your argument explaining why your organization is qualified to implement a program for CETA-eligible participants. It is an essential for even being considered for funding – and the better organized it is, the better your chances for funding will be. Proposal writing is a basic skill that can be learned. Most proposals can be organized into approximately eight main sections. The following headings were drawn from an article entitled Program Planning and Proposal Writing*.

PROPOSAL SUMMARY: The summary is probably the first thing that a Prime Sponsor will read. It should be clear, concise, and specific. It should describe who you are, the scope of your project, and the projected cost. The summary is, in effect, the condensed version of your proposal, and you will write it after you have completed the work on the rest of the proposal.

INTRODUCTION: The introduction describes who you are and what your organization can do. In this section you build your credibility as an organization which should be supported with CETA funding.

PROBLEM STATEMENT (or ASSESSMENT OF NEED): In this section you state the problem or problems that you want to solve through the program you are suggesting. You must be careful to support the need for the program with statistics, testimonies, and/or studies whenever possible in order to clearly prove the need for your program.

PROGRAM OBJECTIVES: An objective is a specific statement of what you hope to achieve with your program. Your objectives should seek to provide solutions to the problem you have identified in the problem statement.

METHOD: The method is how you achieve your objectives – how you will obtain results. More specifically, this section of the proposal will require a detailed identification and discussion of the activities you will conduct through your program to accomplish your objectives.

EVALUATION: The evaluation will explain what technique you will use to determine if your program has been successful. How will you know if it has reached its objectives? What statistics will have to be collected and analyzed? How will you know whether your program works or not?

FUTURE FUNDING: In this section you should explain, if appropriate, how you plan to support your program when this funding stops. Also, if appropriate, this section should include other courses of funding you will receive for this project (e.g. United Way).

BUDGET: The budget describes in detail how much money you will need to operate your program. You must describe how the money will be spent (e.g. wages, salaries, fringe benefits, space cost, rentals, lease or purchase of equipment, consumable supplies, travel, telephone, etc.)

While these eight sections apply to almost any situation where a proposal may be required, there are some tips which can help your efforts in obtaining CETA funding. In particular, you should carefully consider the following:

-- Follow the outline and directions given to you by the Prime Sponsor. Each section must be completed or the proposal will be delayed or possibly not considered at all.

-- Don't assume that proposal reviewers know anything about your subject -- explain exactly what the problem is, why your project is needed, and how it is to be carried out.

-- Present a specific problem that is solvable. You don't want the proposal reviewers to feel the problem is so immense it cannot be solved within the time or the budget you are suggesting.

-- Develop a realistic timeline. The order in which you plan to carry out your activities is essential for a well thought-out and organized project.

-- Separate objectives from methods of meeting objectives. The proposal reviewer will want to know how and

what you propose to do (methods) to solve the problem, but also what you want to accomplish in the end (objective).

-- The grievance procedure is very important when using federal funding. If your organization doesn't have a formally established procedure, you should obtain a copy of someone else's proposal and use it as a guide for drafting a procedure.

-- Be certain to include a mechanism to evaluate how well you have reached your objectives. This can be done through testing, by showing a certain number of placements, by having a set number of people complete the program, or in many other ways. Be specific and then stay with your planned activity.

-- Prime Sponsors have staff members who can assist you in writing an acceptable proposal if you need help in this area. You may have to be persistent in getting their help -- but remember that CETA money is taxpayers' money, so insist on your fair share of assistance.

-- There are other places to get help on proposal writing too. Local colleges, other community organizations that have government funding, and the Pennsylvania Commission for Women, CETA Services to Women Project in Harrisburg are just a few of the resources available to you.

-- Keep the proposal within manageable limits. Do not try to do everything at once. It is better to start small and have a huge success than to start big and have a huge disaster! Remember too, that activities can be added in future years to make continuation of funding more attractive. Keep a file of all your ideas and adopt them when they best fit.

-- Budgets always seem to be difficult, especially the first time. Contact other volunteer agencies, the local or county government, school districts, the local community college, the YWCA or the United Way for some suggestions on salaries, qualifications, job descriptions, expense allowances and unexpected happenings. This will give you a guideline of comparable expenditures for similar services.

After you have assembled all the major proposal components, you may want to see how well it satisfies the following general criteria for evaluating proposals:

-- **COHERENCE AND CLARITY.** There should be a clear relationship between needs, objectives and goals. A demonstrated understanding of the problem and the issues is necessary. The language and grammar must be accurate and must get the message across.

-- **RELEVANCE AND MANAGEMENT.** The proposed approach must be appropriate to the problem and there must be evidence of project control by the management. The effective and timely use of human, physical and financial resources needs to be clearly shown.

-- **INNOVATION.** New ways of doing old things and new ideas are in constant demand. Be aware of what is being done in your area and why it is, or is not, successful. Combine the good elements of these programs into a new approach and show how you will solve the problems which other projects may have encountered.

-- **PERSONNEL.** Choosing appropriate personnel means increased chances of reaching objectives. Know the needs of the project and assign staff to most effectively accomplish the tasks. Study the qualifications and salaries of positions you anticipate so that you know what to expect from personnel. Use consultants as necessary to complete short-term tasks that require special expertise.

-- **COST EFFICIENCY.** Do not short-change yourself on any needed goods, services or personnel, but do be realistic. Funding agencies want to see evidence that their money is being well spent.

-- **ESTABLISH RELATIONSHIPS (LINKAGES).** When possible, make contact with existing organizations which provide services needed for your project. Determine whether the services of special consultants are available to you through other agencies, organizations, or institutions.

The information presented by this guide is only a starting point for you. It identifies some of the terms used in

the CETA process, lists the main steps which you will need to go through to obtain funding, and gives some suggestions on how to work within the CETA funding process.

One of the main purposes of this guide is to give you basic information and tell you where to seek other sources of information on women, CETA, and proposal writing. Check the resource listings at the end of each section. These publications and organizations will provide you with specific help in each area -- use them in writing your CETA proposal.

Resources

***Program Planning and Proposal Writing, 1978**

This article appeared in the Grantmanship Center NEWS which is published six times per year by the Center, a nonprofit, tax-exempt educational institution, located at 1031 South Grand Avenue, Los Angeles, California, 90015. An expanded version of "Program Planning and Proposal Writing" is available from the Center: 1-10 copies, $2.45 each; 11-25 copies, $2.25 each, 26-100 copies, $2.51 each; 101 copies or more, $2.00 each.

How to Tame the CETA Beast

(Address Page 5) This has useful suggestions on proposal writing as well as the other information indicated previously.

Women's Action Alliance Proposal Critique Service

(370 Lexington Avenue, New York, N.Y. 10017) The Alliance – a national center on women's issues and programs – started this service in 1979 in cooperation with Women and Foundations/Corporate Philanthropy. More than 70 professionals from private nationwide philanthropic organizations have volunteered to critique funding proposals from women's groups. Except for a $5 handling charge, the service is free, as is a "Fund-raising Bibliography." Contact the Alliance for further information.

Any questions you have concerning Women and CETA may be directed to:

CETA Services to Women
PA Commission for Women
P. O. Box 1323
Harrisburg, PA 17105
(717) 787-4457

TIME TO START
PLAN A Project
WRITE A Proposal
DON'T Miss IT
GET ON THE Right Track
HAPPY DAYS
FULL SPEED Ahead
RESOURCES CAN
This Guide CAN HELP!
CETA Service To Women
CETA can be UNDERstood
DON'T Get LOST
CETA can Help
SURPRISE BONUS AHEAD
To WOMEN...
You can Make a Difference
START
You're on your way